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CAREER PLANNING FOR INDIVIDUALS

1. GENERAL

- a. Each member of the CIA Career Staff is assured that with continuing satisfactory work performance and conduct on his part, just and equitable attention will be accorded ~~to~~ his personal progress. This is accomplished in part by the implementation of career planning for individuals throughout the Agency. This regulation establishes Agency policy on career planning for staff personnel in order to effect uniformity in career planning requirements, and <sup>to</sup> furnish guidance to the Heads of Career Services for the performance of their Career Management functions as set forth in Regulation

- b. To standardize the function of career planning for individuals throughout the Agency, the "Career Preference Outline" (Attachment A) will be used as the basic career planning document. Policies and procedures for the preparation and use of the Career Preference Outline are set forth herein.

2. CAREER PREFERENCE OUTLINE

- a. A Career Preference Outline for an individual is a documented description of his career interests and proposed career activities for an appropriate specified time to which are appended the comments of his supervisor and his Career Service.
- b. The proposals expressed by the individual may include suggested retention in present position, reassignment or training. Such proposals may be specific or general in terms of time and place. Although reassignment

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and formal training may be proposed, the function of career planning for individuals does not imply that such actions are inherent in or required for career progression.

c. The Career Preference Outline serves the following purposes:

- (1) Provides the individual with an opportunity to express his career interests and proposals for training and assignment for the foreseeable future and encourages him to give serious consideration to his skill<sup>S</sup>, interests, aptitude<sup>S</sup>, and performance in relation to the needs of the Agency.
- (2) Furnishes the Heads of the Career Services, Operating Officials, and the Director of Personnel with a guide for future personnel actions affecting the respective individuals with a goal of increasing the individual's potential contribution to the Agency.
- (3) Assists Agency officials in meeting present and future personnel requirements.

3. POLICY

- a. Career Preference Outlines will be prepared for any staff employee or staff agent, if in the opinion of the individual and/or his supervisor and approved by the Head of his Career Service, such documentation for the individual is required or desirable. Heads of Career Services will require Outlines for persons in their Service as considered necessary.
- b. The proposals expressed by the individual in the Career Preference Outline are not commitments for the individual or the Agency, but are guides to be considered in making future personnel decisions affecting the individual.

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Due consideration will be given to the desires of the individual, but these must be compatible with the needs of the Agency and with the individual's known ability or with his demonstrable potential.

- c. The Career Preference Outline, along with the Fitness Report and other appropriate records, will be considered in connection with the initiation and approval of personnel and training actions affecting the individual.

4. RESPONSIBILITIES

- a. Heads of Career Services are responsible for:

- (1) The initiation and review of Career Preference Outlines for members of their Service.
- (2) The preparing of reports to the CIA Career Council, upon request, regarding the status of the individual career planning program as it applies to members of their Career Services.

- b. Operating Officials have the following responsibilities for individuals under their administrative jurisdiction:

- (1) Adopting appropriate measures to ensure continuing consideration of the career activities proposed in the Career Preference Outlines of individuals in connection with the initiation and approval of personnel and training actions affecting them.
- (2) Advising individuals of Career Service decisions which require or involve major changes from the career activities proposed in their Career Preference Outlines.

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5. PROCEDURES

- a. Career Preference Outlines for members of the CIA Career Staff presently in grades GS-11 and GS-12 will be given first priority by the respective Career Services in determining the sequences for processing Outlines.
- b. The Career Preference Outline will be prepared in accordance with the instruction attached to the form (Attachment A). The supervisor and other appropriate officials, having administrative or career planning jurisdiction over the individual, will assist as necessary or desirable in the preparation of the Outline.
- c. The statement of the individual's proposals contained in the Career Preference Outline will serve as a basis of discussion between the individual and his supervisor. The supervisor will then add his comments on the individual's statement of career interests and desired training to the Career Preference Outline. He will include specific recommendations, if possible, for the individual's future utilization.
- d. The original of the Career Preference Outline, subsequent to review by *the* Head of the appropriate Career Service, will be forwarded to the Office of Personnel for filing in the Official Personnel Folder of the individual concerned.
- e. Copies of the Career Preference Outline may be shown or distributed, subject to the approval of the Head of the employee's Career Service, to officials in other Career Services who may be concerned with his development and utilization.

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h. Proposals for changes in the Career Preference Outline may be initiated by the individual or the Head of his Career Service any time subsequent to the initial preparation of the Outline. Major changes or revisions will be subject to the same review as is required in the processing of the original Outline.

DISTRIBUTION: ALL EMPLOYEES

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